

**Norwood Personnel Board
Regular Meeting Minutes
April 22, 2009**

The regular meeting of the Norwood Personnel Board was called to order at 7:00 PM on April 22, 2009 in the FinCom Room of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Anne Haley, Vice Chair
Willard (Will) Krasnow

Other Attendees:

None

1. 04/15/09 Meeting Minutes

PB Members reviewed the submitted meeting notes from the April 15th meeting. There were 3 corrections: (1) Patterson Riley was not present; (2) CORI Policy on page 2, add "that included recommendations by Town Counsel" in the first sentence; and, (3) Anne Haley's name was spelled wrong on page 3.

On a motion by Anne Haley and seconded by Will Krasnow, the PB unanimously approved the minutes as corrected.

2. Conservation Agent Position Description Review

PB Members reviewed the latest draft of the Conservation Agent position description. Changes to the Education, Training and Experience section discussed during the last meeting were updated and agreed upon in this draft. On a motion by Anne Haley and seconded by Will Krasnow, the PB unanimously approved the position description.

PB Members then went thru the rating process using the manual associated with General Government positions and utilized comparable Town data. On a motion by Anne Haley and seconded by Will Krasnow, the PB unanimously approved a rating of N8 for the position of Conservation Agent with 326.5 points

Chairman Hajjar will send the appropriate letter to the ConCom, BOS, FinCom, John Carroll, and the HR Director. The letter will indicate that this is a 24-hour per week position as submitted by the ConCom.

3. Network Systems Administrator Position Description Review

PB Members reviewed the latest draft of the Network Systems Administrator position description. The only change made to this draft was the deletion of the experience range of 5 – 7 years. With the use of "minimum", there should be a single number and the PB agreed to 5 years. On a motion by Will Krasnow and seconded by Anne Haley, the PB unanimously approved the position description.

PB Members then went thru the rating process using the manual associated with General Government positions and utilized comparable Town data. On a motion by Will Krasnow and seconded by Anne Haley, the PB unanimously approved a rating of N10 for the position of Network Systems Administrator with 376.5 points.

Chairman Hajjar will send the appropriate letter to the BOS, FinCom, John Carroll, Mark Redlich, and the HR Director. The letter will indicate that this is a 40-hour per week position as submitted by John Carroll.

4. Recycling Coordinator Position Description Review

PB Members reviewed the latest draft of the Recycling Coordinator position description. The only changes made to this draft were a couple of grammar corrections and the language regarding hazardous waste and the paint collection program - under Essential Functions. On a motion by Will Krasnow and seconded by Anne Haley, the PB unanimously approved the position description.

PB Members then went thru the rating process using the manual associated with General Government positions and utilized comparable Town data. On a motion by Will Krasnow and seconded by Anne Haley, the PB unanimously approved a rating of N5 for the position of Recycling Coordinator with 263.5 points.

PB Member Anne Haley asked the Chairman if HR could get copies of the Framingham and Saugus Recycling Coordinator position descriptions, as she was concerned that Norwood's was very light on assigned duties and responsibilities. She felt it read more like an extended Clerk rather than a Coordinator position. Anne would like the PB to review again after receipt of the other Town position descriptions.

Chairman Hajjar also indicated that he received an e-mail from Bill Plasko, Chairman of the BOS, regarding the number of hours to be assigned to the position. John Carroll has submitted/requested for 20, which would make it a benefitted position. Today, the position is a contracted position for 15 hours per week. Bill Plasko indicated the BOS had not agreed to the 20 hours and would get back to us.

Chairman Hajjar will send the appropriate letter to the BOS, FinCom, John Carroll, Mark Ryan, and the HR Director. The letter will also indicate that the PB will be looking at this further once additional information is obtained and the number of hours is known.

5. Next Meeting

The meeting of the Personnel Board is scheduled for Wednesday, May 20th at 7 PM in Town Hall. This meeting will also include a public hearing to review and update three (3) previously adopted personnel policies that will be put in the new format and numbering system that was adopted by the PB last November.

➤ Policy reviews/updates for 5/20/09: Acting Assignment / Harassment / Alcohol and Drugs

Other items on the PB agenda:

- Go over the 2 proposed changes to the PB's Policies and Procedures document
- Continue work on the Vacation Policy (public hearing held)
- Start update of existing FMLA Policy
- Initiate the NPD Civilian Dispatcher position description review
- Develop schedule of other position descriptions to review
- Temporary/Seasonal Employment [under develop.]
- Americans with Disability Act Policy [under development]
- Professional Conduct Policy [under development]
- Workplace Violence Policy [under development]
- Employee Performance Awards Program [under development]

On a motion made by Anne Haley and seconded by Will Krasnow, the Board unanimously voted to adjourn at 10:25 PM.

Next meetings:

Wednesday, May 20, 2009 6:30 PM – Dinner [Pat Riley]
7:00 PM – Meeting
7:15 PM – Public Hearing

Wednesday, June 17, 2009 6:30 PM – Dinner [Jack Taylor]
7:00 PM - Meeting